RG104 E-1 Box 121

Mint of the United States at Philadelphia.
MELTING AND REFINING DEPARTMENT.

Philadelphia, 7th May. , 1880

Sir

In reply to your communication of the 6th Inst. in relation to absences of workmen in my department, I beg to say that I certainly have lost sight of a rule, requiring the approval of the Superintendent for a day's absence, and have no recollection of its existence except for a very short time, when it was abandoned for the previous system which worked so well. We once had a blank form which was signed by the petitioning workman, and approved by the head of each department, but it fell into disuse by the rarity of its use, the responsibility of the officer in charge for the good working of his department being considered a sufficient control over his too freely giving leave of absence.

I have every absence noted by the general foreman, and have the fullest confidence in the faithfulness of that record

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record, which I herewith submit for your inspection. If a man is detained by sickness, he could not of course ask beforehand for permission tobe absent, and in this case, I require a Physician's certificate as soon as possible, unless I have personal Knowlege of the case, as when I have sent men home sick, who were struggling to do their duty. In case of sickness it has been my practice for more than 25 years to allow one whole day to the workman, and to deduct one half of the wages for all the other days of absence from sickness during the month. This deduction has always proved a sufficient stimulus to urge men back to work as soon as possible. The only exception to this practice was where a man had been injured by some accident while on duty at the Mint, when a conference with the Superintendent (or Director) led to a more liberal allowance to the man.

Where a workman has absented himself without leave the whole time of absence has been deducted from his wages without favor, with a strict charge that a repetition of such absences would render a man liable to be discharged.

Where

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Where there has been expressed a desire for absence for a day or fraction of a day by one in the Office of the M. & R., I have allowed it when the grounds seemed to me sufficient, and in such case have taken the duty of the absentee on myself, in order to illustrate the maxim of this Department, that each individual must contribute his quota towards the successful conduct of the M & R. Department, as a branch of the Mint. But such absences have been comparatively rare.

If you desire me to modify my plan of conducting this department, of course I will endeavor to conform to your wishes, but I think it well worth considering whether the plan we have followed has not proved itself so successful that a change would not prove of advantage to the service.

Very respectfully yours

Ja C Booth

M. & R

NARA RG104, Entry 1, Box 121

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Melting and Refining Department,
Philadelphia,
May 7, 1880

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Jas. C. Booth
M & R